



MADISON COUNTY SHERIFF'S DEPARTMENT  
*Ron Richardson, Sheriff*

12/24/2014

To Whom It May Concern:

The Madison County Detention Center is accepting applications for two (2) Full Time Civilian Jail Officer Positions. If you are interested please submit an application to the Madison County Sheriff's Department. All applications must be submitted prior to January 5<sup>th</sup>, 2015

You may pick up an application by visiting our records department at 720 Central Ave. Anderson, IN (Tuesday – Friday 8:00 a.m. – 4:00 p.m.) or by visiting our website [Madison County Human Resources](#) There is a \$3.00 application fee due at the time the application is placed with the Madison County Sheriff's Department and a \$28.00 testing fee if you are accepted into the application process.

Pay - \$14.81 per hour

Andrew Williams  
Jail Commander

RV  
RT



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## **POLICIES AND PROCEDURES**

### **TITLE: JOB DESCRIPTION, CIVILIAN JAIL OFFICER**

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POSITION: Civilian Jail Officer / Jail  
DEPARTMENT: Madison County Sheriff's Department  
WORK SCHEDULE: As Assigned  
JOB CATEGORY: POLE (Protective Occupations and Law Enforcement)

DATE WRITTEN: September 1985      STATUS: Full-Time  
DATE REVISED: February 1998      FLSA STATUS: Non-Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent serves as Civilian Jail Officer for the Madison County Sheriff's Department and is responsible for maintaining security and order in the jail facility.

#### **DUTIES:**

Monitors intercom – radio terminals and operates electronic keyboards that control Detainees activities in cell blocks including locking doors, turning off lights, televisions, and showers.

Types and logs all activities occurring on designated floor by Officers, Detainees, and Trustees.

Maintains and updates official logs and records including behavior and book-in cards.

Distributes request forms, grievance forms and razor request slips to Detainees as needed.

Responds to Detainee inquiries and provides cellblock cleaning materials as needed.

Opens cell blocks to allow Detainees to move to designated areas for Commissary purchases, Visitations, Court proceedings, Releases, Attorney visits or Ministerial visits.

Assists other Officers with settling verbal and physical disputes among inmates.

Operates Commissary and checks Detainees for proper and sanitary clothing and towels.



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Supervises Trustees and oversees duties performed according to Jail Rules and Security Regulations.

Periodically assists in administering emergency first-aid measures.

Performs related duties as assigned.

### I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

Knowledge of prescribed jail procedures and routines; ability to perform standardized tasks in maintaining security and order in County Jail Facility.

Practical knowledge of area Law Enforcement demands, and ability to take authoritative actions when situations demand.

Knowledge of and ability to use all assigned department equipment and weapons.

Ability to legally operate non-emergency department vehicles.

Ability to appropriately receive, maintain and account for articles received in evidence.

Ability to maintain accurate records and logs.

Ability to effectively communicate with the public, other officials, and agencies.

Ability to type and operate keyboard control board and standard office equipment including copier, calculator and telephone.

### II. RESPONSIBILITY:

Incumbent performs a wide variety of duties according to established departmental policies and police procedures, making independent decisions and taking authoritative action in response to situational demands. Errors in decisions or work may not be readily detected by periodic supervisory review and may lead to loss of life to self, co-workers, or public, and have adverse effects upon department operations, and inconvenience to members of the public.

### III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with Jail Commander, other police personnel, offenders and individuals detained in the County Jail Facility, representatives of other law enforcement departments and agencies, and members of the general public for a variety of purposes, including coordination of jail facility operations, effective and safe transport of detainees and enforcement of applicable laws.



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Non-routine relationships with law offenders to gain concurrence with full enforcement of laws in situations that jeopardize public's and incumbent's safety.

Reports directly to Shift Supervisor (Sergeant, Corporal, Officer In Charge of Shift ) and/or Jail Commander.

#### IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties both in an office environment and in the field, and is frequently exposed to the normal hazards associated with enforcement of the law. No prolonged, extreme physical demands are associated with normal duties or assignments.